

# REMOTE LEARNING

## INTRODUCTION

1.1 Riverside School is an inclusive school offering equality of opportunity to all pupils.

1.2 The Governing Body recognises the unique situation we all now have to face. Riverside School has put in place a system of remote learning in the eventuality of a partial or complete lockdown of the school.

1.3 Riverside School have provided a laptop for each pupil. Every pupil has equal opportunity to access to the apps used, for example, Microsoft Teams, Mathletics etc. The school will provide support as much as possible for families who do not have access to an appropriate internet connection and have notified the school of this issue.

1.3 This policy aims to:

- ensure consistency in the approach to remote learning for pupils who are not at school
- set out expectations for all members of the school community with regards to remote learning
- uphold safety and child protection policies
- provide appropriate guidelines with reference to data protection.

1.4 This policy sets out the systems and technology that staff and pupils will use to provide the learning experience for pupils and details how they can be used effectively and safely, allowing for the differing needs of families as far as is practically possible.

1.5 The safety of pupils and staff is paramount and we will take all steps necessary to ensure they are protected. Preventative measures have been taken as much as is practically possible to enable safe use of technology at this time.

1.6 The school's e-safety and safeguarding policies still apply at this time; this policy is an addendum in these unprecedented times.

1.6 For the purposes of this policy, the school day relates to 9.15am – 3.15pm, Monday to Friday and the extended school day relates to 3.15pm – 5.45pm, Monday to Friday.

## RATIONALE

2.1 This policy will need to be reviewed regularly and updated to reflect the ever changing national and local landscape and ongoing developments. The nature of the current national situation impacts considerably on school policy.

2.2 Maintaining regular learning during periods of government enforced school closure is a high priority. The information in this policy is intended to provide clarity and transparency about what to expect from remote education where national or local restrictions require entire cohorts (or bubbles) to remain at home.

2.2 The school understands that each individual's circumstances at home may be different. The number of children at home, access to devices and/or pupils' level of independence are all factors that need to be considered when planning for remote learning.

2.3 We will provide remote learning assignments that are differentiated (i.e. planned with reference to each child's targets), encourage independence and balance between screen time and other activities that do not require the use of a device.

2.4 We acknowledge that families will find it difficult to engage with a formal timetable and differing family circumstances affect the level of support parents can provide. We know parents will engage in their child's learning as best as they are able.

## **ROLES AND RESPONSIBILITIES**

### **Senior Managers**

3.1 Senior Managers are on duty, either directly or remotely, for every school day irrespective of full attendance or partial/complete lockdown. At least one Senior Manager will be on duty on the school premises during partial lockdowns.

3.2 If a Senior Manager is unable to work for any reason, for example due to sickness, they will report this using the school's absence procedure regardless of working on site or remotely.

3.3 Senior Managers are responsible for direct contact with pupils and parents as necessary.

3.4 Senior Managers will respond to any complaints or concerns shared by parents and pupils, including safeguarding concerns, in line with the school's policies and procedures.

3.5 Senior Managers will be responsible for attending virtual meeting with staff, parents and external agencies. Senior Managers will not attend virtual meetings with pupils unless a parent is present.

3.6 Senior Managers will agree the location and dress code for any virtual meeting prior to the start of the meeting.

3.7 A Senior Manager is responsible for maintaining information regarding pupils' access to online work at home and initiating any support available.

3.8 The Data Protection Officer is responsible for reviewing the security of remote learning systems (alongside IES, the school's IT support company) and recording any data protection breaches

3.9 The Deputy Headteacher is responsible for organising Support Staff timetables and tasks, including training.

### **Designated Safeguard Leads**

4.1 Senior Managers are the designated safeguard leads of the school.

4.2 Designated Safeguard Leads will uphold the requirements as set out in the relevant school policies and Keeping Children Safe in Education, including all adaptations that cover remote learning.

4.3 It is the responsibility of the Designated Safeguard Leads to make appropriate contact with identified pupils and their families and to complete the school's contact log.

### **Team Managers**

5.1 Alongside their teaching and curriculum responsibilities, Team Managers are responsible for co-ordinating the remote learning approach across their Key Stages.

5.2 Co-ordination will include:

- monitoring the effectiveness of remote learning through regular meetings with Teachers and Curriculum Leaders
- reviewing assignments set
- promoting collaboration between Teachers
- ensuring all work set is appropriate, consistent and impacts on progress
- ensuring remote learning is safe and secure
- notifying the DPO of any data protection breaches.

## Teachers

6.1 Teachers are on duty, either directly or remotely, for every extended school day irrespective of full attendance or partial/complete lockdown.

6.2 If a Teacher is unable to work for any reason, for example due to sickness, they will report this using the school's absence procedure regardless of working on site or remotely.

6.3 Teachers are responsible for setting assignments and providing feedback as detailed in **Sections 13&14**.

## Curriculum Leaders

7.1 Alongside their teaching responsibilities, Teachers are responsible for their subjects and will monitor and support as required.

7.2 Monitoring and supporting will include:

- considering any adaptations to the curriculum
- working remotely with Teachers
- agreeing and organising CPD requirements for staff
- ensuring all work set is appropriate and consistent
- having an overview of work set
- alerting Teachers to resource they can use to set work remotely.

## Support Staff

8.1 The School Admin Officer will be on duty, either directly or remotely, for her/his contracted hours irrespective of full attendance or partial/complete lockdown.

8.2 The Premises Officer and Premises Assistant will be on duty, either directly or remotely, for his/her contracted hours irrespective of full attendance or partial/complete lockdown.

8.3 The School Cleaners will be on duty directly for their contracted hours irrespective of full attendance or partial/complete lockdown.

8.4 Teaching Assistants will be on duty, either directly or remotely, for their contracted hours irrespective of full attendance or partial/complete lockdown.

8.5 If a member of the Support Staff is unable to work for any reason during this time, for example due to sickness, they will report this using the school's absence procedure regardless of working on site or, if appropriate, remotely.

8.6 Teaching Assistants and the School Admin Officer are responsible for preparing and distributing any hard copies of letters, work etc. in order for pupils to be able to access the curriculum when online access is unachievable.

8.7 Support staff will be available for virtual meetings and training requirements as directed by Senior Managers during contracted hours. Senior Managers will agree the location and dress code for any virtual meeting with support staff prior to the start of the meeting.

## Pupils and Parents

9.1 Staff will expect pupils learning remotely to:

- complete assignments set by teachers to the best of their ability and set aside 30 minutes each day for reading
- complete interactive activities set by the teacher via Mathletics, Readwriter etc.
- read feedback from teachers and complete revisions as required
- use the guidance in **Section 13** regarding timescales
- meet deadlines set by the Teacher

- take screen time breaks consistently throughout the day to support personal health
- alert Parents if they are not able to complete work.

9.2 Staff will expect Parents to:

- make the school aware if their child is sick and therefore cannot complete work
- make the school aware if there is a problem with access to online work
- use the guidance in **Section 13** regarding timescales
- provide pupils with the means to complete work (e.g. additional resources not provided by the school, pens and paper etc.)
- provide a place for pupils to complete 30 minutes of reading
- seek available assistance from the school as necessary
- be respectful when notifying staff of any concerns
- support pupils to complete work.

### **The Governing Body**

10.1 The Governing Body are responsible for monitoring the school's approach to providing remote learning systems, ensure education remains as high quality as possible and that systems are appropriately safe and secure.

10.2 The Governing Body are responsible for upholding the safeguarding policies of the school.

## **DATA PROTECTION**

11.1 When accessing personal data for remote learning purposes, all staff members will explain to the DPO how they can access the data and which devices they will use to access data.

11.2 Staff members may need to collect and/or share personal data such as email addresses, as part of the remote learning system. As long as this process is necessary for the school's official functions, individuals will not need to give permission for this to happen.

11.3 Staff are reminded to collect and/or share as little personal data as possible online.

11.4 All staff members will take appropriate steps to ensure their devices remain secure. This includes, but is not limited to:

- keeping devices password protected with strong passwords
- ensuring the device locks if left inactive
- installing anti-virus and ant-spyware software
- limiting hard copies to essential requirements.

## **SAFEGUARDING**

12.1 With the increased use of digital technologies that comes with remote learning, safeguarding implications need careful consideration.

12.2 All safeguarding policies, including recent adaptations, will be upheld by all staff members.

12.3 The school's E-Safety Policy still apply at this time.

12.4 Communication between staff/pupils/parents must be through the school systems and not through personal email accounts or social media.

11.4 Policies, procedure and provision will be agreed in line with current policies and specific risk assessments associated with current COVID restrictions and remote learning.

## ACCESSING REMOTE LEARNING ASSIGNMENTS

12.1 All pupils have been assigned a personal laptop for their remote learning use. The laptops remain the property of Riverside School. Parents need to sign and accept responsibility for the appropriate use and care for laptops whilst at home.

12.2 It is the responsibility of parents to inform the school if there is a problem with accessing remote learning provision.

12.3 The school will endeavour to resolve issues with hardware. Parents need to contact school on a Monday morning should there be any problems with school laptops; the technician will be in school to provide support.

12.4 Any software issues need to be reported to a senior manager or the class teacher and support will be provided as much as possible.

12.5 Should any additional resources be required (e.g. if your child has a special educational need or disability) the senior manager will arrange for the Learning Support Manager (SENCO) to initiate action as appropriate.

## SETTING WORK

13.1 In the event of whole school, whole Key Stage or whole class enforced closure, class teachers will set daily assignments via Microsoft Teams by 9.15am each school day.

13.2 The daily assignments will be balanced between screen time work and other activities in line with e-safety measures.

13.3 The daily assignments will, as much as possible, link to termly curriculum plans that pupils would normally study in school, but will be revised and adapted to suit remote learning.

13.4 Differentiated assignments will be set for each pupil and planned with reference to their current curriculum targets.

13.5 The daily average expectation for remote learning is as follows:

FOUNDATION STAGE	
ENGLISH (LITERACY) online work	20 minutes
MATHS (NUMERACY) online work	20 minutes
TOPIC	30 minutes
READING TIME	10 minutes
MATHLETICS	10 minutes
READIWRITER	10 minutes
REVISIONS AFTER FEEDBACK	10 minutes

KEY STAGE 1	
ENGLISH (LITERACY) online work	45 minutes
MATHS (NUMERACY) online work	45 minutes
TOPIC	45 minutes
READING TIME	30 minutes
MATHLETICS	15 minutes
READIWRITER	15 minutes
REVISIONS AFTER FEEDBACK	20 minutes

KEY STAGE 2	
ENGLISH (LITERACY) online work	60 minutes
MATHS (NUMERACY) online work	60 minutes
TOPIC	60 minutes
READING TIME	30 minutes
MATHLETICS	30 minutes
READIWRITER	30 minutes
FEEDBACK AFTER REVISIONS	30 minutes

13.6 The daily average expectation is a guide and not a rigid set time for the day. Each assignment does not need to be completed in a single block of time; screen breaks should be taken regularly. Online assignments are planned so that there is flexibility for pupils to work at their own speed and for parents to organise timings that are best suited to their learning. Senior managers will be monitoring pupil engagement throughout the school day.

13.7 Remote learning will be delivered through Microsoft Teams and will comprise of online tasks and activities that balance between screen time and off-line activities. This is important for all pupils but even more important for pupils with additional needs and/or younger pupils.

13.8 There is no requirement for specific reading time resources to be purchased by parents. Familiar stories that children have at home are appropriate as well as newspapers, especially for older pupils. Pre-recorded stories that can be accessed via the school's website can be used. If parents require guidance, please contact a senior manager.

13.9 We recognise that some pupils, for example some pupils with special educational needs and disabilities (SEND), may not be able to access remote learning without support from adults. We acknowledge the difficulties this may place on families and we will work with parents to support their children through specific differentiated tasks and additional resources and advice via the Learning Support Manager (SENCO) and external agencies.

13.10 Pre-recordings using external resources, such as Espresso, will be used as appropriate and in line with e-safety measures.

13.11 Riverside staff will not pre-record resources unless a senior manager is present and its use authorised by a senior manager.

13.12 Senior managers will monitor pupils' engagement with remote learning and will contact parents of pupils as required.

## PROVIDING FEEDBACK

14.1 Teachers will use Microsoft Teams to feedback to pupils regularly throughout the school day and signpost revisions that need to be completed.

14.2 Teachers can be emailed via the class email address (supplied to all parents and pupils) or Microsoft Teams throughout the extended school day and a reply will be sent as soon as possible.

14.3 Pupils can message teachers and classmates via Microsoft Teams as many times as they wish during the school day regarding their assignments. Messages should relate directly to online assignments. Messages are not a confidential means of contact.

14.4 Parents and pupils should email the Headteacher if there is a confidential matter that needs to be addressed and should not use Microsoft Teams.

14.5 A senior manager monitors Microsoft Teams throughout the school day.

14.6 Time has been allocated within daily average expectations for revisions to be made to assignments and re-submissions. Pupils may submit and re-submit revisions as many times as is necessary throughout the school day.

## **REMOTE LEARNING PROVISION FOR INDIVIDUAL PUPILS**

15.1 In the event that individual pupils are confirmed to be self-isolating/shielding due to COVID, a senior manager will be responsible for providing access to remote learning provision and feedback via Microsoft Teams.

15.2 The provision will link to the pupil's targets.

## **ABSENCE FROM REMOTE LEARNING**

16.1 It is the responsibility of parents to notify the school before 9.15am each day if their child is ill and unable to complete online assignments, in line with school absence procedures. School may be notified by email or by telephone.

## **THE USE OF REMOTE CONFERENCING**

17.1 Remote conferencing will only be used with prior authorisation from a senior manager.

17.2 Remote conferencing may only be used for specialist therapy provision (e.g. Speech and Language Therapy/ Occupational Therapy) for specific pupils. Parents must be supervising pupils on a 1:1 basis throughout the therapy sessions.

17.3 Safeguarding responsibility lies with the parent and the external agency, including reporting any concerns to the Learning Support Manager (SENCO) and/or the Designated Safeguarding Lead (DSL).

17.4 Screenshots, photos or recordings of therapy sessions is strictly prohibited and will be acted upon rigorously. External agencies do not have authorisation to record sessions or use pupils' images.

17.5 Staff will not use remote conferencing with a parent without the presence of a senior manager.

## **DEVELOPING REMOTE LEARNING**

This policy and the remote learning procedures of the school are constantly developing and any revisions and adaptations will be included in this policy's review. All stakeholders will be notified of any reviews to this policy.